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AUTHOR	Farrell, Patty
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ABSTRACT

Professional school counselors are required by law and/or regulation in every state to obtain a state-issued credential in order to be employed in public schools. Information regarding certification requirements and state mandates are covered in this report. The information was compiled through an analysis of state laws, regulations, credentialing applications, and written and telephone communications with state officials. The requirements and qualifications needed to obtain state credentialing in each of the 50 states and the District of Columbia were then summarized in a series of charts. The requirements outlined for each state are those necessary to obtain an initial, entry-level credential as a professional school counselor. Some states permit school counselors to obtain provisional or temporary credentials pending their satisfaction of all of these requirements. An increasing number of states are establishing alternative paths for the credentialing of teachers and other school personnel and information on alternative certification programs that affect requirements for professional school counselors is provided. Each state's entry features the address and phone number of the Department of Education and information on educational requirements, experience requirements, requisite examinations, reciprocity, and background checks. (RJM)

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ED 413 545

A Guide to State Laws and Regulations on Professional School Counseling

- Certification Requirements
- Mandates

Patty Farrell
ACA Office of Government Relations
June 1996

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ABOUT THE INFORMATION IN THIS REPORT

The information in this report was compiled through an analysis of state laws, regulations, credentialing applications and written and telephone communications with state officials. Every effort has been made to ensure the accuracy of the information presented here but, due to the complexity of some of the regulations and the frequency with which state regulations can and do change, we cannot guarantee that this report is completely without error. Readers are invited to bring any errors, omissions, or changes to our attention at 5999 Stevenson Avenue, Alexandria, VA 22304.

For additional information, or clarification or interpretation of any of the laws and regulations summarized in this report, please contact the appropriate state agency.

Office of Government Relations
American Counseling Association
5999 Stevenson Avenue
Alexandria, VA 22304
(800) 347-6647

Braden Goetz, *Director* (ext. 216) (mail12890@pop.net)
Scott Barstow, *Assistant Director* (ext. 234)(mail12891@pop.net)
Patty Farrell, *Coordinator* (ext. 241)

STATE CREDENTIALING OF PROFESSIONAL SCHOOL COUNSELORS

Professional school counselors are required by law and/or regulation in every state to obtain a state-issued credential in order to be employed in public schools. In some states, this credential is called "certification"; others term it "licensure" or "endorsement"

The requirements and qualifications needed to obtain this credential in each of the 50 states and the District of Columbia are summarized in the chart on pages 6-38 of this report. The requirements outlined for each state are those necessary to obtain an initial, entry-level credential as a professional school counselor. Some states permit school counselors to obtain provisional or temporary credentials pending their satisfaction of all of these requirements. Readers who are interested in this option should contact their state agency to learn whether, and under what circumstances, it may available in their state.

Renewal and Different Tiers of Licensure

Most states require professional school counselors to complete additional coursework or earn continuing education credits in order to renew their credentials. Some states also have different tiers of credentialing, granting counselors with greater experience and/or educational attainment credentials of longer duration. Information about these elements of state credentialing programs is omitted from this report.

Alternative Routes to Certification

A growing number of states are establishing alternative paths for the credentialing of teachers and other school personnel. In compiling this report, we have tried to include any alternative certification program that affects requirements for professional school counselors. Information on this issue was difficult to obtain, however, and we would welcome more information and feedback from professional school counselors and state officials in those states that are implementing alternative certification programs.

AN OVERVIEW OF STATE CREDENTIALING REQUIREMENTS

EDUCATIONAL REQUIREMENTS

- ***All states require graduate education in guidance and counseling as an entry-level prerequisite for state credentialing as a professional school counselor.*** Forty (40) states require attainment of a Master's degree in counseling and guidance or a related field.

- ***Twenty-two (22) states require applicants to complete a specific minimum number of credit hours of graduate study in guidance and counseling before they can be credentialed.*** The number of required hours ranges from 18 to 44 semester hours. Most states (15) required completion of 30 or more credit hours.

- ***Eleven (11) states require applicants to supplement their graduate education in guidance and counseling with training or coursework in additional subject areas.*** These areas include:

  - Education of children with disabilities (6 states)
  - Multicultural and gender issues (4 states)
  - Health education, including effects of substance use (2 states)
  - State and/or Federal Laws and Constitutions (4 states)
  - Use and Applications of Technology in Education (1 state)
  - Identification and Reporting of Child Abuse (2 states)

- ***Twelve (12) states require completion of both a practicum and a supervised, school-based internship.*** The prescribed duration of the internship ranges from 200 to 700 clock hours.

EXPERIENCE REQUIREMENTS

- ***Twenty-eight (28) states require applicants to have previous employment experience in order to obtain an entry-level credential***:

  - Eighteen (18) states require applicants to have previous teaching or related experience (1 - 3 years)

  - Six (6) states require applicants to have previous teaching or related experience (1 - 3 years) but permit these requirements to be satisfied by completion of a one-year supervised, school-based internship

  - One (1) state requires applicants to have previous teaching or related experience but waives this requirement for graduates of CACREP-accredited programs

  - Two (2) states require applicants to have previous teaching or related experience only if their graduate study was in a major other than guidance and counseling

- One (1) state requires previous work experience in addition to teaching or related work experience

- One (1) state requires applicants to have some previous work experience

EXAMINATION REQUIREMENTS

➡ ***Thirty-three* (33) *states use one or more standardized examinations as part of the credentialing process.***

- Seventeen (17) states use examinations that measure professional knowledge of the practice of guidance and counseling (NTE Specialty Area Exam in School Guidance and Counseling and equivalents)

- Sixteen (16) states use examinations that measure basic proficiency in reading, mathematics, and writing (the Praxis I PPST and equivalents)

- Twelve (12) states use examinations that measure professional knowledge of teaching and learning (the NTE Core Battery and equivalents)

CRIMINAL BACKGROUND CHECKS

➡ ***Nineteen (19) states require criminal background checks of all applicants.***

USING AND UNDERSTANDING THE INFORMATION PRESENTED IN THE CHART

EDUCATIONAL REQUIREMENTS

This column sets out the minimum educational qualifications required to be credentialed as a professional school counselor. Special coursework or training requirements (i.e., multicultural training, identification of child abuse) are also detailed.

Recency Credit and Recency Experience

Many states require applicants to have earned at least a portion of their academic credits within the past several years (generally, five years). Some also require that any experience applied toward meeting experience requirements to be recent as well. These requirements are denoted on the chart by the terms "recency credit" and "recency experience". The state agency should be contacted for more information about the specifics of these requirements.

EXPERIENCE REQUIREMENTS

This column indicates what previous experience is required in order to obtain credentialing as a professional school counselor. A number of states, for example, require applicants to have previous classroom teaching experience. In some instances, these experience requirements may be satisfied while working under a provisional or temporary credential. The state agency should be contacted to learn whether this option is available in a state.

EXAMINATION

A number of states require professional school counselors to pass standardized examinations as part of their credentialing requirements. This column outlines the tests required and, if available, the minimum passing score required.

Educational Testing Service Assessments

The Educational Testing Service (ETS) administers many of tests that are used by state agencies in their credentialing program.

- ***Praxis I: Pre-Professional Skills Tests*** (PPST) measure proficiency in mathematics, reading, and writing through multiple choice questions and an essay. They are administered by ETS on a regular basis in pencil and paper format at sites throughout the country. Computer-based versions of these assessments can also be taken by appointment at ETS field offices and other sites.

- The ***National Teacher Exam (NTE) Core Battery Tests*** measure proficiency in three areas: General Knowledge, Communication Skills, and Professional Knowledge.

- The ***National Teacher Exam Specialty Area Tests*** measure proficiency in and knowledge of a specific field of specialization. The applicable test for professional school counselors is the NTE "School Guidance and Counseling" assessment.

For more information about these examinations, contact ETS at 1-800-772-9476.

State-Administered Assessments

Some states have developed and administer their own assessments for school counselors, teachers, and other school personnel. State agencies should be contacted for more information about these assessments.

RECIPROCITY

This column indicates whether the state recognizes a comparable credential issued by another state and permits applicants to use this credential to meet all or part of the state's requirements for credentialing.

The complexity of state reciprocity regulations and procedures precluded us from providing more detailed information about how reciprocity is handled by each state. The process is never automatic, however, and out-of-state credentials may only be substituted to the extent that they are comparable to the credentials of the state in which the application is being made.

BACKGROUND CHECK

This column reports whether a state requires applicants to supply fingerprints and undergo a criminal background check. Some additional background requirements, such as U.S. citizenship, are also indicated here.

ACRONYMS

CACREP: Council for the Accreditation of Counseling and Related Educational Programs.

NASDTEC: National Association of State Directors of Teacher Education & Certification

NBCC: National Board for Certified Counselors

NCC: National Certified Counselor, a credential issued by the National Board for Certified Counselors (NBCC)

STATE	*EDUCATIONAL REQUIREMENTS*	*EXPERIENCE REQUIREMENTS*	*EXAMINATION*	*RECIPROCITY*	*BACK GROUND CHECK*
ALABAMA Education Department Gordon Persons Office Building 50 N. Ripley Street Montgomery, AL 36130-3901 (334) 242-9950 $20.00 application fee	Baccalaureate degree in an approved teacher education program or with a regionally accredited senior college/ university Master's degree in school counseling & guidance from an approved/accredited institution Completion of a 30 hrs. practicum & 300 clock hrs. counseling internship	Must hold or be eligible to hold a valid AL teaching certificate 3 yrs. full-time teaching experience	None	Yes	No
ALASKA Education Department 801 W. 10th Street Suite 200 Juneau, AK 99801-1894 (907) 465-2875 $125.00 application fee and $66.00 fee for fingerprint processing	Completion of a school counseling program from a regionally accredited institution Completion of 3 semester hrs. in Alaska studies & 3 semester hrs. in multicultural or cross-cultural communications Recency credit	None	None	No	Yes

STATE	*EDUCATIONAL REQUIREMENTS*	*EXPERIENCE REQUIREMENTS*	*EXAMINATION*	*RECIPROCITY*	*BACK GROUND CHECK*
ARIZONA Education Department 1535 W. Jefferson Phoenix, AZ 85007 (602) 542-4361 $30.00 application fee and $32.00 for the processing of fingerprints	Master's degree from a regionally accredited college/university in school counseling & guidance OR Completion of an approved graduate program in school counseling & guidance from a regionally accredited institution Practicum (the college/ university program sets the # of hrs. required)	Must hold or be eligible to hold a valid AZ teaching license 3 yrs. classroom teaching experience	Exam on Arizona Constitution & U.S. Constitution Arizona Teaching Proficiency Exam	Yes	Yes
ARKANSAS Education Department Arch Ford Education Building Four Capitol Mall Little Rock, AR 72201-1071 (501) 682-4475 No application fee	Master's degree in school counseling & guidance from an approved institution (a minimum of 33 credits) Practicum (a minimum of 9 hrs. of coursework) Recency credit/experience	None	Praxis I PPST: Reading: 170 Math: 169 Writing: 171 NTE Specialty Area Exam: 560	Yes	Yes

STATE	*EDUCATIONAL REQUIREMENTS*	*EXPERIENCE REQUIREMENTS*	*EXAMINATION*	*RECIPROCITY*	*BACK GROUND CHECK*
CALIFORNIA Education Department 721 Capitol Mall P.O. Box 944272 Sacramento, CA 94244-2720 (916) 657-2451	Postbaccalaureate degree study consisting of a minimum of 30 semester hrs. in a Commission-approved professional preparation program specializing in school counseling Practicum working with school aged children (the college/ university program sets the # of hrs. required) Completion of computer education coursework Completion of a special education requirement Completion of a unit requirement in health education Overall GPA of 2.0	None	California Basic Educational Skills Test (CBEST) (required scores: total scaled score must be at least 123 (41 in each of the 3 sections - reading, writing, & mathematics)) Examination on the U.S. Constitution or completion of a course on the U.S. Constitution (2 semester units or 3 quarter hrs.)	Yes	Yes
COLORADO Education Department 201 E. Colfax Avenue Denver, CO 80203-1799 (303) 866-6628 $66.00 application fee and $43.00 fingerprinting fee	Completion of an approved graduate level special services program in school counseling & guidance	2 yrs. teaching or counseling experience	PLACE Exams: Basic Skills Assessment & School Counseling & Guidance Specialty Assessment Evidence of oral English proficiency	Yes	Yes

STATE	*EDUCATIONAL REQUIREMENTS*	*EXPERIENCE REQUIREMENTS*	*EXAMINATION*	*RECIPROCITY*	*BACK GROUND CHECK*
CONNECTICUT Education Department 165 Capitol Avenue Hartford, CT 06106 (860) 566-5677 $50.00 application fee	Master's in school counseling & guidance from a regionally accredited college/ university (at least 30 semester hrs. in school counseling) Completion of a practicum and laboratory experience (the college/ university program sets the # of hrs. required) Completion of study in special education comprised of not fewer than 36 clock hrs.	Must hold a CT professional educator or be eligible to hold an initial educator certificate 30 school months of successful teaching experience **OR** Completion of a full-time supervised school internship of 10 school months in a school setting	Praxis I computer-based PPST	Yes	No

STATE	EDUCATIONAL REQUIREMENTS	EXPERIENCE REQUIREMENTS	EXAMINATION	RECIPROCITY	BACK GROUND CHECK
DELAWARE Public Instruction Department Townsend Building P.O. Box 1402 Dover, DE 19903 (302) 739-4645 $10.00 application fee	Master's degree from a regionally accredited college in an approved program in elementary/secondary school counseling OR Master's degree from a regionally accredited college in any field with a minimum of 27 semester hrs. of graduate coursework in the following areas: • Principles & Practices of the Guidance Program • Individual Counseling Skills • Group Counseling Skills • Human Development • Developmental Group Guidance • Individual & Group Testing for Counselors • Counseling Theory • Consultation • Supervised Practicum	A minimum of 3 yrs. professional experience in a school setting OR 3 yrs. of appropriate experience as approved by DE Dept. of Public Instruction OR 1 yr. full-time supervised school counseling internship which is part of a graduate degree program in school counseling or is arranged by the Dept. of Public Instruction [*Certification as a counselor in career guidance requires an additional 1 yr. experience in a non-educational setting*]	Praxis I PPST: Reading: 175 Math: 174 Writing: 173	Yes	No

STATE	*EDUCATIONAL REQUIREMENTS*	*EXPERIENCE REQUIREMENTS*	*EXAMINATION*	*RECIPROCITY*	*BACK GROUND CHECK*
DISTRICT OF COLUMBIA Education Board 415 12th Street, N.W. Suite 1205 Washington, D.C. 20004 (202) 724-4249 $30.00 application fee	Master's degree in counseling from an accredited institution 300 hrs. of graduate level, university- supervised field experience/practicum/internship in counseling in a school setting (Field experience requirement waived for graduates of CACREP approved programs or if applicant is NBCC certified)	2 yrs. of successful full-time experience in teaching (1 yr. could be satisfied by full-time work experience in a non-school setting)	Praxis I PPST: Reading: 172 Math: TBA Writing: 171 NTE Specialty Area Assessment	Yes	No, but chest x-ray or tuberculin skin test required
FLORIDA Education Department The Capitol PL-08 Tallahassee, FL 32399 (904) 488-2317 $56.00 application fee	Master's degree or higher in guidance & counseling or counselor education which includes 3 semester hrs. in a supervised counseling practicum in an elementary/ secondary school OR Master's degree or higher with at least 30 semester hrs. of credit in guidance & counseling Overall GPA of 2.5	None	Professional Education Test, College Level Academic Skills Test (CLAST) & Subject Test in School Counseling & Guidance	Yes	No

STATE	EDUCATIONAL REQUIREMENTS	EXPERIENCE REQUIREMENTS	EXAMINATION	RECIPROCITY	BACK GROUND CHECK
GEORGIA Education Department 2060 East Twin Towers 205 Butler Street, SE Atlanta, GA 30334-5010 (404) 656-2446 $20.00 application fee	Master's degree in school counseling from a regionally accredited institution 3 semester hrs. of coursework in special education Recency credit/experience	None	Georgia Teacher Certificate Test (effective 7/1/97 the Praxis 1 exams will be used instead)	Yes	Yes
HAWAII Education Department P.O. Box 2360 Honolulu, HI 96804 (808) 586-3420 No application fee	Completion of an advanced graduate level state-approved teacher education program in school counseling from an accredited institution	None	NTE Core Battery: Communication: 651 Gen'l Knowledge: 647 Prof'l Knowledge: 648 NTE Specialty Area Test: 580	Yes	Yes Must also be a U.S. citizen and resident of Hawaii

STATE	*EDUCATIONAL REQUIREMENTS*	*EXPERIENCE REQUIREMENTS*	*EXAMINATION*	*RECIPROCITY*	*BACK GROUND CHECK*
IDAHO Education Department 850 W. State Street Room 200 P.O. Box 83720 Boise, ID 83720-0027 (208) 334-3300 $35.00 application fee	Master's degree in an approved program of graduate study in school guidance & counseling from a college/university approved by ID State Board of Education or the state education agency of the state in which the program was completed Supervised practicum in counseling in a K-12 setting (the college/university program sets the # of hrs. required) 700 hrs. of supervised field experience, half of which must be in a K-12 school setting Recency credit	2 yrs. teaching or counseling experience in K-12 setting OR 2 yrs. of gainful employment plus 1 yr. of supervised school counseling internship experience in K-12 under the direct supervision of a certified school counselor & a professional of an approved program of counselor education.	None	Yes	No Must be at least 18 yrs of age
ILLINOIS State Board of Education 100 N. First Street Springfield, IL 62777-0001 (217) 782-4321 $30.00 application fee	Master's degree program from a recognized teacher education institution, with 39 semester hrs. in guidance Completion of practicum (3 semester hrs. and 100 clock hrs., 40 hrs. of which must involve direct service work with school-aged children), & and an internship (3 semester hrs.)	Must hold or be eligible to hold a valid IL teaching certificate (requires BA with at least 16 semester hrs. of education coursework) For applicants with less than 2 years of teaching experience, internship must be 600 clock hrs. For others, internship must be 300 clock hrs.	Illinois Certification Testing Exam (Basic Skills Test & Subject Test)	Yes	No

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STATE	*EDUCATIONAL REQUIREMENTS*	*EXPERIENCE REQUIREMENTS*	*EXAMINATION*	*RECIPROCITY*	*BACK GROUND CHECK*
INDIANA Education Department 229 State House Indianapolis, IN 46204 (317) 232-6610 $25.00 application fee	Master's degree in counseling or a related field from a regionally accredited institution, with 30 semester hrs. in counseling & guidance at the graduate level Supervised practicum in counseling for students at all levels (the college/university sets the # of hrs. required) Overall 2.5 GPA	2 yrs. teaching experience **OR** A valid out-of-state school counseling license & 1 yr. experience as a school counselor in another state **OR** 1 yr. school counseling internship in a school setting under the supervision of an institution of higher education that has been approved for training of school counselors	NTE Core Battery Examination & NTE Specialty Area Test	Yes	No

STATE	EDUCATIONAL REQUIREMENTS	EXPERIENCE REQUIREMENTS	EXAMINATION	RECIPROCITY	BACK GROUND CHECK
IOWA Education Department Grimes Building Des Moines, IA 50319-0146 (515) 281-3245 $25.00 application fee	Master's degree in school counseling & guidance from a regionally accredited institution, with at least 27 semester hrs. in: • Human Development • Elementary/Secondary School Guidance • Theory of Counseling • Individual & Group Appraisal • Group Methods in Guidance & Counseling • Educational Psychology/Learning Theory • Social, Philosophical, or Psychological Foundations • Child/Adolescent Developmental Studies • Practicum	Must hold or be eligible to hold an Iowa teaching endorsement 1 yr. teaching experience	None	Yes	No
KANSAS Education Board 120 SE 10th Avenue Topeka, KS 66612 (913) 296-3871 $21.00 application fee	Master's degree in school counseling from an approved teacher education program Recency credit/experience	2 yrs. teaching experience	Praxis I PPST: Reading: 173 Math: 174 Writing: 172 NTE Core Battery: Prof'l Knowledge: 642	Yes	No

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STATE	*EDUCATIONAL REQUIREMENTS*	*EXPERIENCE REQUIREMENTS*	*EXAMINATION*	*RECIPROCITY*	*BACK GROUND CHECK*
KENTUCKY Education Department Capital Plaza Tower 500 Mero Street Frankfort, KY 40601 (502) 543-4606 No application fee	Master's degree in guidance counseling	Must hold or be eligible to hold a valid KY certificate for classroom teaching 1 yr. full-time classroom teaching experience	NTE Core Battery: Communication : 646 Gen'l Knowledge: 643 Prof'l Knowledge: 644	Yes	No
LOUISIANA Education Department P.O. Box 94064 Baton Rouge, LA 70804-9064 (504) 342-3490 $55.00 application fee	Master's degree in guidance & counseling from a regionally accredited institution, with at least 21 semester hrs. in: • Principles & Administration of Elementary/Secondary School Guidance • Analysis of the Elementary/ Secondary School Pupil • Counseling Theory & Practice • Orientation to the World of Work/Vocational Guidance • Group Processes in the Elementary/Secondary School • Child Growth & Development • Practicum	Must hold or be eligible to hold a valid LA teaching certificate 3 yrs. of successful teaching experience OR 2 yrs. of successful teaching experience & 1 yr. of accumulated occupational experience	NTE Core Battery : Communication: 645 Gen'l Knowledge: 644 Prof'l Knowledge: 645 NTE Specialty Area Exam	Yes	No

STATE	*EDUCATIONAL REQUIREMENTS*	*EXPERIENCE REQUIREMENTS*	*EXAMINATION*	*RECIPROCITY*	*BACK GROUND CHECK*
MAINE Education Department 23 State House Station Augusta, ME 04333 (207) 287-5800 $50.00 application fee	Master's or Doctorate from an accredited institution in an approved program to prepare school guidance counselors , with a minimum of 33 graduate semester hours in: • Understanding of the Profession of School Guidance • Understanding of Educational Philosophies & School Operations • Consultation Skills • Individual Counseling Skills • Group Counseling • Understanding of Human Development & Behavior • Knowledge of Career Development & Career Education • Knowledge of Assessment & Testing • Research Skills Related to the Field of Guidance Completion of a 1 yr. full-time approved K-12 internship relating to duties of a school counselor in a school setting	2 yrs. of prior work experience	None	Yes	No

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STATE	*EDUCATIONAL REQUIREMENTS*	*EXPERIENCE REQUIREMENTS*	*EXAMINATION*	*RECIPROCITY*	*BACK GROUND CHECK*
MARYLAND Education Department 200 W. Baltimore Street Baltimore, MD 21201 (410) 767-0100 $10.00 application fee	Master's degree in school guidance & counseling Overall GPA of 2.0	*Depends on educational program completed:* <u>Programs approved by CACREP</u>: No experience required <u>Programs approved on-site using NASDTEC standards:</u> 2 yrs. experience as a teacher or counselor <u>OR</u> 500 hrs. in a supervised practicum in school guidance & counseling <u>Programs approved under the Interstate Contract agreement for support services:</u> 2 years experience as a teacher/counselor <u>Other programs:</u> NBCC certificate and 2 yrs. of experience as a teacher/ counselor in a school setting	NTE Core Battery: Gen'l Knowledge: 645 Communication: 648	Yes	No

STATE	*EDUCATIONAL REQUIREMENTS*	*EXPERIENCE REQUIREMENTS*	*EXAMINATION*	*RECIPROCITY*	*BACK GROUND CHECK*
MASSACHUSETTS Education Department 350 Main Street Malden, MA 02148-5023 (617) 388-3300 $25.00 application fee	Master's degree or equivalent with a major or equivalent in counseling, including a research project appropriate to the requirements & competencies for the certificate sought Completion of a pre-practicum & practicum (the practicum must consist of a minimum of 450 clock hrs)	None, except that 50 hrs of the required practicum may be waived for each year of prior teaching/counseling experience, up to a total of 150 hrs.	None	Yes	No, but applicant must provide 3 character references, read & sign "The Injured Children" (child abuse form), and certify compliance with state tax laws.
MICHIGAN State Board of Education P.O. Box 30008 Lansing, MI 48909 (517) 373-3324 $175.00 application fee	Meet educational requirements for MI teacher's certificate Completion of an approved counselor education program in school counseling & guidance (not less than 18 semester hrs. of credit) School counseling practicum (the college/university sets the # of hrs. required)	Must hold MI teacher's certificate, but prior experience not required	Michigan Teacher Examination	Yes	No

STATE	*EDUCATIONAL REQUIREMENTS*	*EXPERIENCE REQUIREMENTS*	*EXAMINATION*	*RECIPROCITY*	*BACK GROUND CHECK*
MINNESOTA Department of Children, Families & Learning Personnel Licensing Section 616 Capitol Square Building 550 Cedar St. Paul, MN 55101 (612) 296-2046 $40.00 application fee and a $25.00 fee for fingerprint processing	Master's degree in school guidance & counseling (at least 54 quarter hrs.) 400 hr. practicum under the supervision of counselor educators from an approved college guidance & counseling program Completion of the Minnesota Human Relations Program (addresses components related to racial, cultural, economic groups and interpersonal communication)	Must hold a valid MN teaching license 1 yr. teaching experience **OR** 1 yr. full-time supervised internship in school guidance & counseling	Praxis I PPST: Reading: 173 Math: 169 Writing: 172	No	Yes

STATE	EDUCATIONAL REQUIREMENTS	EXPERIENCE REQUIREMENTS	EXAMINATION	RECIPROCITY	BACK. GROUND CHECK
MISSISSIPPI Education Department P.O. Box 771 Jackson, MS 39205 (601) 359-3483 No application fee	Master's degree in guidance & counseling	If applicant does not already hold a MS teaching certificate, must complete a full-year internship	<u>If applicant already holds a MS teaching certificate:</u> NTE Specialty Area Exam: 600 <u>If applicant does not have a teaching certificate:</u> NTE Core Battery: Communication: 651 Gen'l Knowledge: 646 Prof'l Knowledge: 649 NTE Specialty Area Exam: 600	Yes	No

STATE	EDUCATIONAL REQUIREMENTS	EXPERIENCE REQUIREMENTS	EXAMINATION	RECIPROCITY	BACK GROUND CHECK
MISSOURI Elementary & Secondary Education Department 205 Jefferson Street P.O. Box 480 Jefferson City, MO 65102-0480 (573) 751-4212 $25.00 application fee	Master's degree in guidance & counseling from a college/ university approved by the MO Dept. of Elementary & Secondary Education (at least 24 semester hrs. of graduate study with 12 hrs. in school guidance and counseling) Completion of a course in psychology & education of the exceptional child for 2 or more semester hrs. Overall GPA of 2.5 Supervised practice in a school guidance program for at least 3 semester hrs.	Must hold a MO teaching certificate 1 yr. paid employment other than teaching or counseling AND 2 yrs. teaching experience	NTE Core Battery: Prof'l Knowledge: 638	Yes	No
MONTANA Public Instruction Office 106 State Capitol P.O. Box 202501 Helena, MT 59620-2501 (406) 444-3095 $36.00 application fee	Master's degree in school guidance & counseling or equivalent Supervised internship of at least 600 hrs. in a school or a school related setting Recency credit Overall GPA of 2.0	None	None	Yes	No, but applicants must be of "good moral and professional character"

STATE	*EDUCATIONAL REQUIREMENTS*	*EXPERIENCE REQUIREMENTS*	*EXAMINATION*	*RECIPROCITY*	*BACK GROUND CHECK*
NEBRASKA Education Department 301 Centennial Mall South P.O. Box 94987 Lincoln, NE 68509-4987 (402) 471-2295 $40.00 application fee	Completion of a program in counseling from a standard institution of higher education Overall GPA of 2.5 Training in human relations (3 hrs. of credit in a course that addresses racism, sexism, multicultural issues) Completion of special education competencies requirement (3 credit hrs.) Recency credit	Must hold a NE teaching certificate	Praxis I PPST: Reading: 170 Math: 171 Writing: 172	Yes	Yes Must also be "of good moral character"

STATE	EDUCATIONAL REQUIREMENTS	EXPERIENCE REQUIREMENTS	EXAMINATION	RECIPROCITY	BACK GROUND CHECK
NEVADA Education Department 700 E. Fifth Street Carson City, NV 89710 (702) 486-6455 $85.00 application fee	Master's degree in counseling or related field **OR** NCC certification by NBCC **AND** 36 semester hrs in the following areas: • Individual counseling • Group counseling • Individual and group assessment • Structure and management of comprehensive programs for guidance and counseling • Developmental group guidance • Child and family guidance • Counseling on the abuse of controlled substances • Developing careers and choosing occupations • Practicum AND any 2 of the following • Crisis Intervention • Exceptional Children • Counseling Persons from Different Cultures • Advance d Human Growth & Development • Educational Research Coursework in NV School Law, NV Constitution, & the U.S. Constitution	If Master's is in a related field, must have completed 2 years of teaching or school counseling experience	NTE Specialty Area Exam: 570 May take exams in NV School Law, NV Constitution & US Constitution in lieu of coursework	Yes	Yes Chest X-ray or TB skin test Must be a US citizen

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STATE	*EDUCATIONAL REQUIREMENTS*	*EXPERIENCE REQUIREMENTS*	*EXAMINATION*	*RECIPROCITY*	*BACK GROUND CHECK*
NEW HAMPSHIRE Education Department 101 Pleasant Street Concord, NH 03301 (603) 271-3494 $80.00 application fee	Master's degree in guidance & counseling approved by the State Board of Education OR Acquired the competencies, skills, & knowledge of a guidance counselor through experience in comparable positions in education or other professions	None, except that applicants without master's degree in guidance and counseling must have at least 3 months full-time teaching experience	State-administered written exam and oral review for applicants without a master's degree in guidance and counseling	Yes	Yes
NEW JERSEY Education Department 225 E. State Street CN 500 Trenton, NJ 08625-0500 (609) 292-4469 $60.00 application fee	Bachelor's degree from an accredited/approved institution AND Completion of 30 semester credit hrs. of post-BA work in guidance & counseling, (6 semester hours) testing & evaluation,(3 semester hours), psychology (6 semester hours), & sociological foundations (6 semester hours)	Must hold or be eligible to hold a valid New Jersey teaching certificate 1 yr. of successful teaching experience	NTE Core Battery: Gen'l Knowledge : 649 Examination in physiology & hygiene, including the effects of narcotics & alcohol	Yes	No Must be US citizen

STATE	*EDUCATIONAL REQUIREMENTS*	*EXPERIENCE REQUIREMENTS*	*EXAMINATION*	*RECIPROCITY*	*BACK GROUND CHECK*
NEW MEXICO Education Department Education Building 300 Don Gaspar Street Santa Fe, NM 87501-2786 (505) 827-6635 No application fee	Bachelor's degree from a regionally accredited college/university **AND** Master's degree in school counseling from a regionally accredited college/university approved by the NM Board of Education **OR** Master's degree in a discipline other than school counseling & 36-42 graduate hrs. in school counseling, including a practicum in a school setting approved by the NM Board of Education **OR** NCC certification by NBCC	Valid NM teaching license **OR** 3 yrs. of experience in teaching, school counseling, clinical practice, mental health work, or educational administration	None	No	No

STATE	*EDUCATIONAL REQUIREMENTS*	*EXPERIENCE REQUIREMENTS*	*EXAMINATION*	*RECIPROCITY*	*BACK GROUND CHECK*
NEW YORK Education Department Education Building Washington Avenue Albany, NY 12234 (518) 474-3852 $100.00 application fee	Baccalaureate degree from a regionally accredited institution of higher education or from an institution approved by NY Dept. of Education AND For a provisional certificate (5 years): At least 30 semester hrs. of approved graduate study in the field of school counseling including supervised practice in guidance 2 hrs. training in identification & reporting of child abuse or maltreatment For a permanent certificate: Meet the educational requirements for a provisional certificate and hold a master's degree in counseling	For a provisional certificate (5 years): None For a permanent certificate: 2 yrs of school experience in the field of pupil personnel services	None	Yes	No Must be US citizen to obtain permanent certification

STATE	EDUCATIONAL REQUIREMENTS	EXPERIENCE REQUIREMENTS	EXAMINATION	RECIPROCITY	BACK GROUND CHECK
NORTH CAROLINA Public Instruction Department 301 N. Wilmington Street Raleigh, NC 27601-2825 (919) 715-1000 $65.00 application fee	Master's degree from a state-approved program in guidance & counseling	None	NTE Specialty Area Exam: 570	Yes	No
NORTH DAKOTA Public Instruction Department State Capitol 11th Floor 600 E. Boulevard Avenue Bismarck, ND 58505-0440 (701) 328-2260 $5.00 application fee	Master's degree program in school counseling & guidance Practicum in school counseling (the college/university sets the # of hrs. required)	Must hold a valid ND teaching certificate 2 yrs. of teaching/related human services experience	No	No	No

STATE	EDUCATIONAL REQUIREMENTS	EXPERIENCE REQUIREMENTS	EXAMINATION	RECIPROCITY	BACK GROUND CHECK
OHIO Education Department 65 S. Front Street Columbus, OH 43266-0308 (614) 466-3593 Out-of-state applicants: $90.00 application fee. In-state: $40.00. Fingerprint & background check: $39.00	Master's degree from an approved program in school counseling	3 yrs. teaching/counseling experience	NTE Core Battery & Specialty Area Exam	Yes	Yes
OKLAHOMA Education Department 2500 N. Lincoln Boulevard Oklahoma City, OK 73105-4599 (405) 521-3301 $30.00 application fee	Master's degree in school counseling & guidance Completion of a 2 semester hr. course in the education of the exceptional child Recency credit/experience	2 yrs. of previous related experience (may be waived by OK Board through the Alternative Placement program)	Oklahoma Teacher Certification Testing Examination in school counseling	Yes	No

STATE	EDUCATIONAL REQUIREMENTS	EXPERIENCE REQUIREMENTS	EXAMINATION	RECIPROCITY	BACK GROUND CHECK
OREGON Education Department Public Service Building 255 Capitol Street, NE Salem, OR 97310-0203 (503) 378-3573 Out-of-state applicants: $75.00 application fee. In-state applicants: $60.00 fee. Fingerprint processing fee: $42.00	Basic Counselor License: Master's degree from an approved teacher education institution, with 24 quarter hrs. of graduate preparation in: • Counseling Theory & Interventions • Groups: Theory & Interventions • Lifestyle & Career Development • Appraisal of Individuals • Social & Cultural Foundations • Consultation & Community Resources • Parent/Family Relations Completion of 6 quarter hrs. of supervised practicum or internship Recency credit/experience: Standard Counselor License: Meet educational requirements for a basic counselor license and hold a Master's degree. Additional coursework in legal and professional issues for the school counselor; program development, management, and technology-assisted guidance activities; research and evaluations; specialty areas.	Basic Counselor License: Previous experience is not required, but applicants with 2 or more yrs. of teaching experience may obtain a basic counselor license without a master's degree if they have earned the 24 quarter hrs. specified in the educational requirements (A master's degree is required for the standard counselor license, however) 1 yr. of previous school counseling experience may be substituted for required practicum/internship. Standard Counselor License: At least 3 yrs. of half time school experience	California Basic Education Skills Test **or** Praxis I PPST NTE Specialty Area Exam: 630 Demonstrate knowledge of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, & OR statutes prohibiting discrimination.	Yes	Yes

STATE	*EDUCATIONAL REQUIREMENTS*	*EXPERIENCE REQUIREMENTS*	*EXAMINATION*	*RECIPROCITY*	*BACK GROUND CHECK*
PENNSYLVANIA Education Department 333 Market Street Harrisburg, PA 17126-0333 (717) 783-6788 $15.00 application fee	Master's degree in guidance & counseling from a program approved by the state School counseling internship (the college/university program sets the # of hrs. required)	None	No	Yes	Yes
RHODE ISLAND Elementary & Secondary Education Department 22 Hayes Street Providence, RI 02908 (401) 277-4600 Ext. 2003 $25.00 application fee	Bachelor's degree from an approved/accredited institution AND Completion of an advanced degree in an approved program in school counseling OR Master's degree from an accredited/approved institution with at least 24 semester hrs. in school counseling, including a 3 semester hour internship	2 yrs. teaching experience at the elementary or secondary level	NTE Core Battery: Communication: 657 Gen'l Knowledge: 649 Prof'l Knowledge: 648	Yes	No

STATE	EDUCATIONAL REQUIREMENTS	EXPERIENCE REQUIREMENTS	EXAMINATION	RECIPROCITY	BACK GROUND CHECK
SOUTH CAROLINA Education Department 1429 Senate Street Room 1006 Columbia, SC 29201 (803) 734-8466 $49.00 application fee	Bachelor's degree AND Master's degree in school counseling from a regionally accredited institution	No	NTE Core Battery: Prof'l Knowledge: 642 NTE Specialty Area Exam: 550	Yes	Yes
SOUTH DAKOTA Education & Cultural Affairs Department 700 Governors Drive Pierre, SD 57501-2291 (605) 773-3134 $20.00 application fee	Bachelor's degree from an accredited 4 yr. college/ university AND Master's degree in school counseling & guidance, including a 500 hr. school internship under the supervision of a certified counselor & counselor educator 3 semester hrs. in South Dakota Indian studies & Human Relations coursework approved by the Dept. of Education Recency credit	None, except that individuals who hold a SD teacher certificate are not required to complete the 500 hr. internship	None	Yes	Yes

STATE	*EDUCATIONAL REQUIREMENTS*	*EXPERIENCE REQUIREMENTS*	*EXAMINATION*	*RECIPROCITY*	*BACK GROUND CHECK*
TENNESSEE Education Department Gateway Plaza 6th Floor 710 James Robertson Pkwy Nashville, TN 37243-0375 (615) 741-2731 No application fee.	(Effective 9/1/96) Master's degree in an approved school counseling & guidance program Completion of a 1 semester full-time school counseling internship	None, but applicants without teaching experience should have completed a semester-long orientation experience in a school setting as part of their preparation	NTE Core Battery: Communication NTE Specialty Area Exam	Yes	No
TEXAS Education Agency 1701 N. Congress Avenue Austin, TX 78701-1494 (512) 463-9734 $75.00 application fee	Bachelor's degree AND Completion of a 30 hr. graduate program in counseling that includes 3 semester hrs. in the guidance program, 6 semester hrs. in child development, and 21 semester hrs. in educational & occupational information, testing, guidance techniques, and a supervised practicum	Must hold a valid TX teacher certificate 3 yrs. of classroom teaching experience	Examination for the Certification of Educators in Texas (ExCET) (required score: 60)	Yes	No

STATE	EDUCATIONAL REQUIREMENTS	EXPERIENCE REQUIREMENTS	EXAMINATION	RECIPROCITY	BACK GROUND CHECK
UTAH Education Office 250 E. 500 South Salt Lake City, UT 84111 (801) 538-7500 $15.00 filing fee and $25.00 application fee	Master's degree program in school counseling & guidance Recency credit/ experience	None	None	Yes	Yes
VERMONT Education Department 120 State Street Montpelier, VT 05620-2501 (802) 828-3135 $75.00 application fee	Master's degree in guidance or its equivalent from a regionally accredited or state approved institution Supervised 300 clock hr. internship 180 clock hrs. of field experiences which provide for an awareness of the application of guidance services at the elementary (60 hrs.), middle/junior high (60 hrs.), and senior high (60 hrs.) levels.	None	Demonstrate knowledge of the basic program components of VT Guidance Services K-12, issued by the VT State Dept. of Education Demonstrate ability to write clearly, apply appropriate mathematics skills effectively, to speak correctly, and to respond constructively to various student behaviors and needs	Yes	No

STATE	EDUCATIONAL REQUIREMENTS	EXPERIENCE REQUIREMENTS	EXAMINATION	RECIPROCITY	BACK GROUND CHECK
VIRGINIA Education Department James Monroe Building 101 N. 14th Street P.O. Box 2120 Richmond, VA 23216-2120 (804) 225-2020 Application fee: $35.00 in-state, $50 out-of-state.	Master's degree in school counseling OR Master's degree from an accredited college/university & completion of an approved school guidance & counselor program 39 semester hrs. of graduate coursework in: • Human Growth & Development • Social & Cultural Foundations • Counseling Relationships • Lifespan Career Development • Appraisal • Research & Evaluation • Professional Orientation • Specialization Studies in School Counseling 200 clock hr. internship in an educational setting at the elementary/secondary level	2 yrs. of successful full-time teaching/counseling experience (requirement may be satisfied with experience earned under a provisional license)	No	Yes	No

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STATE	EDUCATIONAL REQUIREMENTS	EXPERIENCE REQUIREMENTS	EXAMINATION	RECIPROCITY	BACK GROUND CHECK
WASHINGTON Public Instruction Department Old Capitol Building P.O. Box 47200 Olympia, WA 98504-7200 (360) 753-6738 $55.00 application fee and $53.00 fingerprint processing fee	Master's degree from an approved program in school counseling & guidance Completion of 10 clock hrs. on coursework relating to issues of abuse	None	None	Yes	Yes
WEST VIRGINIA Education & the Arts Department State Capitol Complex Building 1, Room R-151 1900 Kanawha Blvd. East Charleston, WV 25305 (304) 558-2440 $5.00 application fee	Master's degree from an accredited institution with at least 36 semester hrs. of credit in an approved program Overall GPA of 2.5	None	West Virginia Content-Specialization Test in School Counseling	Yes	No Must be US citizen Must present evidence of good moral character & personal physical, emotional, & mental fitness to perform the duties of a counselor

STATE	EDUCATIONAL REQUIREMENTS	EXPERIENCE REQUIREMENTS	EXAMINATION	RECIPROCITY	BACK GROUND CHECK
WISCONSIN Public Instruction Department P.O. Box 7841 Madison, WI 53707-7841 (608) 266-3390 Out-of-state applicants: $150.00 application fee. In-state applicants: $100.00 fee	Master's degree in school counseling & guidance or a Master's degree that includes 30 semester credits in school counseling & guidance Minimum GPA of 2.75	Eligibility for a WI license to teach in the elementary/ secondary schools OR Completion of an approved elementary/secondary teacher education programs & 2 yrs. of successful teaching experience at the elementary/secondary school levels OR Completion of an approved 1 yr. full-time internship in school counseling OR A minimum of 2 yrs. of successful experience as a licensed school counselor in an assigned position of 1/2 time or more	None	No	Yes

STATE	*EDUCATIONAL REQUIREMENTS*	*EXPERIENCE REQUIREMENTS*	*EXAMINATION*	*RECIPROCITY*	*BACK GROUND CHECK*
WYOMING Education Department Hathaway Building 2nd Floor 2300 Capitol Avenue Cheyenne, WY 82002-0050 (307) 777-6256 $125.00 application fee	Completion of a teacher preparation program Master's degree in school counseling & guidance from an approved program Practicum or an internship in a recognized K-12 school setting (the college/university program sets the # of hrs. required)	Must hold a valid WY teaching certificate 2 yrs. of classroom teaching or school counseling experience in a recognized K-12 school setting OR 3 yrs. of comparable experience in a human services setting	Examinations on the Constitutions of the U.S. & Wyoming	No	No

STATE MANDATES FOR THE PROVISION OF SCHOOL GUIDANCE AND COUNSELING

Through both legislative and administrative action, a growing number of states require local school districts to provide guidance and counseling services to their students.

During the Spring of 1996, ACA conducted a survey of state education agencies to determine the current status of counseling mandates, the grade levels to which the mandates apply, the source of the mandates (administrative or legislative action), specific requirements of the mandates (e.g., counselor-student ratios), and whether the mandate was supported with state or local funds. Agencies in states without a mandate were also asked if they were actively considering establishing a mandate through administrative action.

The results of the survey are outlined in the chart on pages 40-47 of this report.

AN OVERVIEW OF STATE COUNSELING MANDATES

- ***Seventeen (17) states mandate the provision of guidance and counseling services in public elementary and/or secondary schools.*** Most of these mandates were established through legislative action.
- One (1) state (Wyoming) is actively considering establishing a mandate through administrative action.
- One (1) state (Maine) is actively considering eliminating its current counseling mandate.
- ***Fifteen (15) states mandate the provision of guidance and counseling at all grade levels.*** The remaining two (2) states mandate services in grades 9 through 12.
- ***Ten (10) states prescribe specific counselor-student ratios in their mandates.*** Ratios range from 1 counselor for every 400 students to 1 counselor for every 800 students.
- ***Most state counseling mandates are funded through local tax levy funds.*** Only six (6) states provided state funding to support mandated counseling services.

State Counseling Mandates

State	*Is Counseling Mandated?*	*Grade Level K - 8*	*Grade Level 9 -12*	*Ratio Counselor: Students*	*Source of Mandate*	*Who Funds Mandate?*	*Is Mandate Being Considered?*
Alabama	Yes	✓	✓	1:500	Agency action	State	
Alaska	No						No
Arizona	No						No
Arkansas	Yes	✓	✓	K-8: 1:450 9-12: 1:400	Legislative action	Local	
California	No						No
Colorado	No						No
Connecticut	No						No

State Counseling Mandates

State	*Is Counseling Mandated?*	*Grade Level K - 8*	*Grade Level 9 -12*	*Ratio Counselor: Students*	*Source of Mandate*	*Who Funds Mandate?*	*Is Mandate Being Considered?*
Delaware	No						No
District of Columbia	Yes	✓	✓			State/Local	
Florida	No						No
Georgia	Yes		✓	None			
Hawaii	Yes	✓	✓	Flexible	Legislative action	State	
Idaho	No						No
Illinois	No						No

State Counseling Mandates

State	*Is Counseling Mandated?*	*Grade Level K - 8*	*Grade Level 9 -12*	*Ratio Counselor: Students*	*Source of Mandate*	*Who Funds Mandate?*	*Is Mandate Being Considered?*
Indiana	No						No
Iowa	Yes	✓	✓	None	Legislative & agency action	State	
Kansas	Yes		✓	None			
Kentucky	No						No
Louisiana	Yes	✓	✓	1:400			
Maine	Yes	✓	✓	None	Legislative action	Local	Considering eliminating mandate

State Counseling Mandates

State	*Is Counseling Mandated?*	*Grade Level K - 8*	*Grade Level 9 -12*	*Ratio Counselor: Students*	*Source of Mandate*	*Who Funds Mandate?*	*Is Mandate Being Considered?*
Maryland	No						No
Massachusetts	No						No
Michigan	No						No
Minnesota	No						No
Mississippi	No						No
Missouri	No						No
Montana	Yes	✓	✓	1:400			
Nebraska	No						No

State Counseling Mandates

State	*Is Counseling Mandated?*	*Grade Level K - 8*	*Grade Level 9 -12*	*Ratio Counselor: Students*	*Source of Mandate*	*Who Funds Mandate?*	*Is Mandate Being Considered?*
Nevada	No						No
New Hampshire	Yes	✓	✓	1:500	Agency action	Local	
New Jersey	No						No
New Mexico	No						No
New York	No						No
North Carolina	Yes	✓	✓	1:400	Legislative & agency action	State and local	
North Dakota	No						No

State Counseling Mandates

State	*Is Counseling Mandated?*	*Grade Level K - 8*	*Grade Level 9 -12*	*Ratio Counselor: Students*	*Source of Mandate*	*Who Funds Mandate?*	*Is Mandate Being Considered?*
Ohio	No						No
Oklahoma	No						No
Oregon	No						No
Pennsylvania	No						No
Rhode Island	No						No
South Carolina	Yes	✓	✓	K-6: 1:800 7-12: 1:500	Legislative & agency action		
South Dakota	No						No
Tennessee	No						No

State Counseling Mandates

State	*Is Counseling Mandated?*	*Grade Level K - 8*	*Grade Level 9 -12*	*Ratio Counselor: Students*	*Source of Mandate*	*Who Funds Mandate?*	*Is Mandate Being Considered?*
Texas	No						No
Utah	No						No
Vermont	Yes	✓	✓	1:400	Agency action	Local	
Virginia	Yes	✓	✓	1:500	Legislative action	State	
Washington	No						No
West Virginia	Yes	✓	✓	1:500	Legislative action	Local	

89

88

State Counseling Mandates

State	*Is Counseling Mandated?*	*Grade Level K - 8*	*Grade Level 9 -12*	*Ratio Counselor: Students*	*Source of Mandate*	*Who Funds Mandate?*	*Is Mandate Being Considered?*
Wisconsin	Yes	✓	✓	None	Legislative action	Local	
Wyoming	No						Yes